

## **NHFIRST Postage usage payment process Training and Instruction – Agency Users**

The following document contains agency user review and maintenance information and instruction for the new Postage usage payment process in NHFIRST.

### **Topics include:**

- Overview of the new postage usage payment process.
- How to access forms for reviewing and maintaining agency postage data
- Conducting review and maintenance
- Using report GL270 in LBI from NHFIRST for reference and assistance in review and maintenance of postage data
- Availability of warehouse reports
- Allocations\* (See Appendix A, Item 1 for information)

### **Process Overview:**

Known previously as the PBIL postage expensing process, each month, statewide postage charges are billed and paid by Administrative Services. These expenses are then charged back to respective agencies (based on mailing activity within the agency) through the state postage usage payment process. Going forward, the overall process will remain the same as we convert from NHFS to NHFIRST. As before, agency users will be able to:

- Access a specific form to review and maintenance of accounting distributions and other related information that is assigned to postage designators within their respective agency.
- Review the detail of usage for analysis and accuracy via warehouse reports as they have existed previously.
- Continue the same communication with the Postage group as has been maintained for the purpose of updates of any kind (changes, additions or removals) to postage designators within the agency.
- Continue to have a 5 day review period to make corrections during the billing cycle.
- Perform transfers of expenditures to the object codes used for postage billing in order to pay charges.\*\* (See Appendix A, item 2 for additional information)

### **Getting Started – Accessing Forms for Review and Maintenance:**

Before starting, you must have access to forms GL70.1 “Recurring Journal (GL70.1)” and GL70.4 “Additional Information (GL70.4)” in NHFIRST. If you don’t have access, be sure to submit a security form with the proper access designated for this purpose.

**NOTE: GL70 forms are normally used for the purpose of entering and submitting recurring journal entries on a periodic basis. However, in this case, the forms are being used ONLY as a repository for maintaining statewide postage information. You will not actually release the**

**entry as you normally would when creating or maintaining for periodic submission, any other recurring journal entry.**

Once signed into NHFIRST, key form GL70.1 into the search field and enter. The form should appear and is titled "Recurring Journal (GL70.1)". Next, in the "Company" field, key in "10". In the "Type" field, key in "I". In the "Recurring" field, key in "8050". Click on Inquire.

**NOTE: This header information will be static going forward. You will use this header data when looking up postage information for your agency.**

Company  General Fund  
 Type, Recurring  8050 State Postage (PBIL) Records  
 Status Ready Unreleased

Position To

New Entry Amounts Only Totals

FC	Co	Account	User Analysis	Activity	Amount	Units
		80400000	500216			
1		Postage		EMPLOYMENT SECURITY	More	*
		74650000	500216			
2		Postage		95200014	20120	More *
		74650000	500216			
3		Postage		OEM	More	*
		50500000	500216			
4		Postage		93005050	20120	More *
	15	30010000	500216			
5		Postage		TRANSPORTATION	More	*
		51500000	500216			
6		Postage		90016018	20120	More *
				DPHS LIBRARY	More	*
Journal Net					.00	.00

A B C D E F G H I

A) This is the header information you will input each time you wish to see the contents of this entry. It should always be keyed in exactly as it appears here using company 10, type I journal entry number 2006.

B) This number (appearing in blue) indicates the line number for this line of data in the form. You can find any line number by either paging down through the entry manually or by keying the line number you wish to see into the "Position to" field (I) and then clicking on "Inquire".

C) This field maintains the accounting unit to where postage expenses will be charged for a specific postage designators created to track the mailing within the agency. **Users have maintenance access in this field** to change the accounting unit as necessary in order to properly assign as telephone numbers or data lines change or are added and removed.

**D)** This field maintains the expense account to where postage expenses will be charged. In the case of postage and/or presort charges, the account will be 500216. This account will be static for all postage expenses. **Users do not have access to this field to change this account number. Additionally, no other account will be used for postage expenses.** Budget shortages should be corrected by conducting a transfer of expenditures to these accounts. As a reminder, budgeting is still controlled at the class level so as long as you still have class 20 appropriations still available, (this is the class in which these objects reside), you will be able to cover the expenses.

**E)** This field maintains the NHFIRST activity number that is being used to track postage expenses at the NHFIRST activity level. In most cases, this is what was known in NHIFS as the job number. **Users have maintenance access to this field.**

**F)** This field maintains the activity account category code that is used in conjunction with the selected activity. **Users have maintenance access to this field.** NOTE: This field is required to be populated when selecting an activity for use within the accounting distribution. If an activity is not selected, this field should be left blank as well.

**G)** This field maintains the description information you wish to associate with the type of postage. Typically, it will be a person's name, a location or other type of information specific to that postage. **Users have maintenance access to this field.**

**H)** This field is used as a search tool to navigate through the full document by inputting a particular line number you seek and inquiring. This action will take you straight to the line item in the document without the need to manually page through the document to find the line item. Its use will be important for maintenance purposes

**I)** This "MORE" button when pressed, will bring you to form GL70.4. This form contains the line item postage designators as well as other attribute information including the company, agency and IFS activity number. **Users will only have inquiry access in this form except the attribute fields and will not be able to change any information contained in this form other than the attribute fields.** Only the mailroom supervisor will have access to maintain this form. (See example of this form below for more illustration)

<b>Reference</b>	<input type="text" value="7800"/>	
<b>Automatic Reverse</b>	<input type="text" value="N"/>	No
<b>Source Code</b>	<input type="text" value="PG"/>	
<hr/>		
<b>Attributes</b>		
PBIL Company Sort Code	<input type="text" value="10"/>	
PBIL Agency Sort Code	<input type="text" value="027"/>	
PBIL Activity (IFS) Sort Code	<input type="text" value="2700"/>	
<hr/>		
<b>Compute Amount</b>		
<b>Volume</b>	<input type="text"/>	<b>Rate</b> <input type="text"/>
<hr/>		
<b>Currency</b>		
<b>Transaction</b>	<b>Amount</b>	<b>Currency</b>
<b>Base</b>		USD
<b>Account</b>		USD
<b>To Company</b> 10		

Attribute Fields for use in report sorting

As you can see, the attribute fields contain information specific to the postage designator at the agency level. The first field contains the company and can also be maintained here for use in sorting expense charges.

The second field holds the agency under which the postage designator resides.

The last field contains the old NHIFS activity designation. However, this field can be changed as well to reflect any type of sort code you wish to have entered for the purpose of sorting for reporting in the GL270 report.

### **Conducting Review and Maintenance:**

You have now accessed the postage data information in forms GL70.1 and GL70.4. The postage data for the state is organized sequentially by number in the form. (See **B** above) Since the form contains the statewide listing of all postage records, security has been applied to this form in order to limit visibility for you to see only the sequence line numbers in GL70.1 that contain accounting units within your process level (agency). Therefore, many of the line numbers will appear blank to you. These blank lines indicate that they contain accounting units that are not within your agency. It will be necessary to page through the form in order to find the line numbers that contain accounting distributions belonging to your agency.

The initial setup of the statewide postage list is grouped by agency. Therefore, you should be able to find your respective accounting distributions grouped by line numbers together in one section of the form as you search through the form. For example, if the form maintains 799 accounting distributions line items (one for each postage designator) and your agency's list of accounting distributions appear between line numbers 500 and 600, you will need to page down to those line numbers to see your agency's accounting distributions.

As new accounting distributions for new or changed postage designators are added, they are input sequentially after the last line number in the form. Again, since the data is organized in the form sequentially by line number, new additions will appear as new line numbers added in sequence after the last line number at the bottom of the form. They cannot be added in sequence within the initial line number group of accounting distributions for your agency as it was first set up. That is, if new postage designators and their accounting distributions are added for your agency, they will be added after the last line number that existed in the whole form. In this example, the last line number is 799. So additions or changes by Telecom will be entered and appear starting as line numbers 800 or greater.

### **Using report GL270 in LBI from NHFIRST for reference:**

In order to simplify navigation through the form, you may use the "Position to" field (as indicated by **(H)** above) in order to expedite navigation through the form without the need to page down through the form manually. For example, if you know the line number that contains the accounting distribution you wish to maintain, you can simply input that number in the "Position to" field and click on inquire. This will navigate you directly to that line number within the form.

If you do not know the line number, you should use report GL270 for reference. This report contains the detail of the contents of form GL70.1 including all line numbers for all accounting distributions. This report will be available on LBI for daily access. You may search through the report by postage designator or accounting unit to see what line number the information appears on in GL70.1. Then you can navigate to that line number in GL70.1 and conduct maintenance on that line as needed. Below is an example of the contents of GL270. Note the search by postage designator to find the line number in the form.

https://dev.nhfirst.nh.gov/servlet/Report?action=PDF&file=/vg01/vol1/lsl/law/print/cmarino/gl27 - Microsoft Int...

2 / 89 59.7% 7800

### Recurring Journal Edit Listing

GL270 Date 06/22/09 Company 10 - General Fund USD Page 1  
Time 12:20 Recurring Edit Listing  
For Period 5 Ending November 30, 2008

Recurring Entry I 8050 State Postage (PBIL) Records Journal Book  
Document Ready Not Released  
Status  
Last Processed Operator lawson  
Origination Recurring Journal

Line	Co	Account	Activity	Reference	SC Rvs	Debit	Credit
1	80400000	500216-0000	Desc EMPLOYMENT SECURITY	7800	PG		
Postage							
Attributes: PBIL Company Sort Code 10							
PBIL Agency Sort Code 027							
PBIL Activity (IPS) Sort Code 2700							
2	74650000	500216-0000 95200014	Desc PSYCHOLOGIST ED.	20120 8001	PG		
Postage							
Attributes: PBIL Company Sort Code 10							
PBIL Agency Sort Code 074							
PBIL Activity (IPS) Sort Code 7465							
3	27400000	500216-0000	Desc OEM	8003	PG		
Postage							
Attributes: PBIL Company Sort Code 10							
PBIL Agency Sort Code 023							
PBIL Activity (IPS) Sort Code 2360							
4	50500000	500216-0000 93005050	Desc WRG FUTURE BROCHURES	20120 8005	PG		
Postage							
Attributes: PBIL Company Sort Code 10							
PBIL Agency Sort Code 093							
PBIL Activity (IPS) Sort Code 9300							
5	15 30010000	500216-0000	Desc TRANSPORTATION	8006	PG		
Postage							
Attributes: PBIL Company Sort Code 15							
PBIL Agency Sort Code 096							
PBIL Activity (IPS) Sort Code 9600							
*** The Above Transaction Is A "Memo Only" Entry ***							
6	51500000	500216-0000 90016018	Desc DPHE LIBRARY	20120 8007	PG		
Postage							
Attributes: PBIL Company Sort Code 10							
PBIL Agency Sort Code 090							
PBIL Activity (IPS) Sort Code 9000							
7	51710000	500216-0000 90077000	Desc HMP&R	20120 8009	PG		
Postage							
Attributes: PBIL Company Sort Code 10							
PBIL Agency Sort Code 090							
PBIL Activity (IPS) Sort Code 9000							

Done Unknown Zone

## Appendix A:

1. The Postage charge allocation enhancement that was introduced as part of the new automated postage payment process is still being developed and will be introduced in Phase 2 of the NHFIRST implementation. Agencies will continue to perform agency allocations for postage charges as they have with the NHIFS PBIL process.
2. In order to cover expenses for postage use, it is sometimes necessary to transfer expenditures to class 20 in order to pay the charges. In NHFIRST, users will only be able to select expense object 500216, class 20 for use to pay postage expenses. Therefore, if class 20 appropriations

are not adequate to cover postage expenses, a transfer of expenditures into class 20 will be necessary. You will not be able to change the object to a different object within another class.